

**Minutes approved Sept. 20, 2013**

**Town Meeting Coordinating Committee**

**Minutes for Wednesday, August 7, 2013**

**3:00 – 5:00 pm**

**Town Hall, First Floor Meeting Room**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, TracyLee Boutilier, Melissa Perot, Patricia Holland, Aaron Hayden

1. ***They Represent You Available***: The latest League of Women Voters' list of Amherst's elected officials is now printed. Copies are available at Town Hall, the schools, and the Jones Library.
2. **Election of Officers**: Alan moved we retain current officers, who are Peggy Roberts, Chair; Mary Streeter, Vice-Chair; Nonny Burack, Stacker; Patricia Holland, Clerk. Nonny seconded. Unanimous vote in favor.
3. **Job Responsibilities**: Mary would like someone to be able to manage TMCC's list serve in case her computer fails. Melissa and TracyLee agreed to do that, after Mary trains them.
4. **Communications within the Committee**: Peggy would like the town to have a meeting on the Open Meeting Laws for new members of all town committees. We also discussed the possibility of committees preparing packets of documents to be discussed—as the Select Board does. Mary suggested the documents be put online so that attendees and viewers of telecasts of meetings can see what committee members are studying. Mary also asked whether TMCC members would like to see copies of the email queries she and Peg receive; the answer was yes.
5. **Correspondence from Kevin Collins**: Peggy read the letter State Attorney General Martha Coakley wrote to Mr. Collins in response to his of July 26<sup>th</sup> questioning the legitimacy of TMCC. Ms. Coakley's reply acknowledged the receipt of TMCC's response, the withdrawal of Mr. Collins' complaint and stated that the matter is closed. Peggy reported that Larry Kelley has requested a copy of this reply. Mary moved we post the documents online, Alan seconded. Passed unanimously.
6. **Followup on North Amherst Precinct Meeting Charge**: The Korean church in North Amherst submitted a bill to the town after a precinct meeting took place at the Parish Hall in October 2012. This meeting had to take place in the kitchen because another organization was using the main room which we were promised. The understanding had been that there would no charge. Members felt that the church should not have submitted a bill. Pat will ask Debra Roussel if it was paid.
7. **Zoning Primer**: Alan handed out the latest version of the Zoning Primer. Aaron Hayden suggested a few revisions. The next step is to show it to the Planning Board for an explanation of historic districts. Still to be done is figuring out how many to print and who will pay for it. We then discussed having a public forum on zoning. Peg will approach Christine Brestrup in the Planning Department to see if she would lead it.
8. **Presentation Guidelines Subcommittee**: Mary handed out the minutes of their meeting on August 6<sup>th</sup>; the subcommittee members approved them unanimously. Aaron suggested a

change in the Guidelines, as did others. The changes will be collected and made. Melissa said she would email her draft of Rules for Speaking at Town Meeting.

9. **Fall Calendar and Event Scheduling:** We reviewed the calendar with dates of holidays, school vacations, and town government activities that Mary had drafted. Aaron said the Select Board has an official calendar we could use. For the Warrant Review, Mary suggested holding it October 15<sup>th</sup>, with a backup of the 22<sup>nd</sup>. We agreed on October 20<sup>th</sup> for the bus tour. For the Spring Warrant Review we agreed on April 8<sup>th</sup>, backup the 10<sup>th</sup>, and the bus tour on April 13<sup>th</sup>. Nonny left phone messages with Debra requesting those dates.
10. **Post-Town Meeting Suggestions and Concerns:** No time to discuss.
11. **Documents for Website:** No time to discuss.
12. **Listserv Issues:** No time to discuss.
13. **Minutes of June 19 and July 18, and a Carol Gray edit for June 6<sup>th</sup> minutes:** We only had time to discuss the minutes for July 18<sup>th</sup>. They were approved as amended.
14. **Topics the Chair Did Not Reasonably Anticipate 48 Hours Before the Meeting:** None.
15. **Scheduling of Meetings:** The next meeting will be Wednesday, August 21, 3-5 PM.

Submitted by Patricia Holland, Clerk

Documents Distributed:

Agenda

Email memo from Debra Roussel to Peggy Roberts, Mary Streeter, July 22, 2013, on Open Meeting  
Law training

Minutes of the meetings of June 6 and 19, July 18, 2013

Letter from Kevin Collins to Attorney General's office, July 22, 2013, re bus tour

Letter from Kevin Collins to Peggy Roberts, July 22, 2013 re bus tour

Letter from Kevin Collins to Attorney General Martha Coakley, July 26, 2013

Draft of TMCC calendar, August 2013-June 2014

Minutes of the meeting of the TMCC Subcommittee on Presentation Guidelines, August 6, 2013

Draft of Guidelines for Visual Presentations at Town Meeting